

**CHAPTER 3**

**CALIFORNIANS HELP ELIMINATE ALL THE EVASIVE REGISTRATION  
SCOFFLAWS (CHEATERS) PROGRAM**

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## CHAPTER 3

### CALIFORNIANS HELP ELIMINATE ALL THE EVASIVE REGISTRATION SCOFFLAWS (CHEATERS) PROGRAM

#### 1. CALIFORNIA VEHICLES DISPLAYING FOREIGN REGISTRATION.

a. Scope of the Problem. Section 6700(a) of the California Vehicle Code (CVC) requires an owner of any vehicle subject to registration, other than a commercial vehicle, that is registered in a foreign jurisdiction to apply for California registration within 20 days after gainful employment or residency is established in this state. Section 6702 CVC requires every nonresident, including any foreign corporation having an established place of business within this state and regularly using a vehicle (including commercial vehicles) subject to registration, to immediately register that vehicle upon entry into this state.

(1) Many California residents purchase and/or register their vehicles in foreign jurisdictions, thus evading payment of California registration fees or vehicle license fees and compliance with emission control device requirements. Several studies conducted by this Department and other state agencies have produced the following information regarding this problem:

(a) Violations of this type are not limited to residents of areas adjacent to bordering states. A significant number of violations have been found in virtually every geographic area of the state. While violation proportions may be greater in locations near bordering states, metropolitan areas and affluent communities have been shown to consistently produce larger numbers of violations and higher revenue returns.

(b) California residents have illegally registered their vehicles in virtually every other state and several foreign countries. In focusing attention on this violation, no foreign jurisdiction should be overlooked. Oregon, due to its close proximity, lack of sales tax, and low registration fees, is one state frequently encountered in violations of this type. Montana and Texas are other states which have produced a high volume of violations.

b. California Resident Registration Violations. Subject to exemptions, any vehicle owned or co-owned by a California resident must be registered in California if operated in this state.

(1) Per Section 516 CVC, a resident is any person who manifests an intent to live or be located in this state on more than a temporary/transient basis. Presence in the state for six months or more in any 12-month period gives rise

to a rebuttable assumption of residency. Evidence of residency for purposes of vehicle registration are as follows:

- (a) Address where registered to vote.
- (b) Location of employment/place of business.
- (c) Payment of resident tuition at a public institution of higher education.
- (d) Attendance of dependents at a primary or secondary school.
- (e) Filing a homeowner's property tax exemption.

1 Claiming the California homeowner's property tax exemption for a California home indicates that this home is the taxpayer's principal residence. Article XIII, Taxation, Section 3 of the Constitution of California created a "homestead" exemption to property taxes that applies throughout California. Under the rules of this exemption, individuals can be exempted for up to \$7,000 of the assessed property value. This means that if a property value is assessed at \$100,000, the owner would be able to subtract \$7,000 from this total and pay taxes on \$93,000. To qualify, a homeowner's property tax exemption form is filed with the assessor, along with proof of ownership, and a statement that the home in question is used as the primary residence.

- (f) Renting or leasing a home for use as a residence.
- (g) Declaration of residency to obtain a license or any other privilege (not ordinarily given to a nonresident).
- (h) Possession of a California Driver License (DL).
- (i) Other acts, occurrences, or events that indicate presence in the state is more than temporary/transient.

(2) Certain acts by individuals require a certification by the person that they are a resident of this state. Some forms of admissible declaration of residency include:

- (a) Has registered to vote in California.
- (b) Has filed an affidavit for a resident homeowner's exemption.
- (c) Has filed a resident income tax claim.

- (d) Possesses a resident hunting-fishing license.
- (e) Attends a college or university in this state without paying out-of-state tuition.

(3) In addition to the above-certified evidences of residency, the following are examples of rebuttable information which may constitute prima facie evidence of residence in this state:

- (a) Possession of a California DL.

1 Subsequent to establishing residency in this state, Section 12505(c) CVC requires a person to obtain a California DL within ten days. The ten-day grace period does not apply to a person who establishes residency and is employed for compensation to operate a motor vehicle on the highways; a California DL must be obtained before the specified employment. A nonresident is not required to possess a California DL.

2 Under Section 6700 CVC, a specified vehicle operated in California by a person who is "gainfully employed" in this state is required to be appropriately registered in California (e.g., full-fee registration, apportioned registration, nonresident daily commuter).

- (b) Possession of an Occupational License issued by the state, such as a nurse, contractor, etc.
- (c) Employment by a California company in this state.
- (d) Ownership of other vehicles in this state.
- (e) Establishment of utilities in this state in the name of the owner.
- (f) Display of a local resident decal, such as a mobile home park or condominium complex.
- (g) Participation in a commuter car pool.

(4) Circumstantial Evidence of Residency. The following illustrations are examples of information which, together with prima facie and certified evidence, may be used to suggest residency in California:

- (a) Local school decal/insignia.
- (b) Specified parking decal.

- (c) Local dealership license plate frame.
- (d) Local radio station decal.
- (e) Frequent observation in the same area over an extended period of time.

## 2. CALIFORNIANS HELP ELIMINATE ALL THE EVASIVE REGISTRATION SCOFFLAWS (CHEATERS) PROGRAM.

a. Concept of the Program. It is the intent of this Department to fully participate in the Californians Help Eliminate All The Evasive Registration Scofflaws (CHEATERS) program. In an effort to bring residents of the state into compliance with California's registration laws, the California Highway Patrol (CHP) and the Department of Motor Vehicles (DMV) have entered into a combined registration enforcement program. Under the CHEATERS program, the investigative resources of the agencies are used to determine registration and tax requirements for suspected violators.

(1) Field Divisions will maintain a CHEATERS program and shall assign a Division CHEATERS coordinator. Division coordinators shall monitor the CHEATERS program of each Area within their Division. Divisions shall notify the statewide CHEATERS coordinator at Commercial Vehicle Section (CVS) whenever there is a change in the assigned Division coordinator.

(2) All Areas will maintain a CHEATERS program and shall assign an Area CHEATERS coordinator. Commercial vehicle enforcement facilities (CVEF) may, at the discretion of the CVEF commander, participate in the CHEATERS program. Commercial vehicle enforcement facilities are exempt from the reporting requirements outlined in this chapter. Areas shall notify the Division coordinator whenever there is a change in the assigned Area coordinator. Due to the demands of the CHEATERS program, Areas should assign "back-up" coordinators. At a minimum, a CHEATERS letter should be mailed to any registered owner (R/O) possessing a California DL who is evading California registration fees and taxes by registering their vehicle(s) in a foreign jurisdiction.

(3) Many CHP Areas have developed highly successful in-house CHEATERS programs. All Areas are encouraged to maintain an aggressive program and give consideration to increasing the priority of the program. Area programs should include focusing direct enforcement to company operations such as contractors bringing in company trucks and employees' vehicles from foreign jurisdictions to work in the state.

(4) The Senior Volunteer Program (SVP) is an official departmental program that can greatly increase the effectiveness of any CHEATERS program. Departmental personnel are highly encouraged to utilize the SVP in an effort to maximize the efficiency of the CHEATERS program (refer to Highway Patrol Manual [HPM] 70.55, Senior Volunteer Program Manual). The following are examples of duties senior volunteers may perform:

- (a) Completing data entry.
- (b) Utilizing the California Law Enforcement Telecommunications Systems to:
  - 1 Check registration records, and
  - 2 Check DL records.
- (c) Maintaining hard copy files.
- (d) Conducting case follow-up.
- (e) Posting fees collected.

(5) Area offices that do not have an active CHEATERS program in place shall contact their Division coordinator for direction. If the Division coordinator is not available, CVS may be contacted for advice on how to begin and maintain an effective CHEATERS program.

b. No California Registration Structured Query Language.

(1) Description. No California Registration Structured Query Language (NOCR) is a statewide database used to document possible foreign registration violations. This program is web-based and is accessible through the CHP network. The program derives its data from either a manual creation of records, or data provided from the CHP CHEATERS Web site.

(2) Use. The NOCR database shall be used to document all suspected foreign registration violations. As the Office of Primary Interest for the NOCR database, CVS maintains primary authorization for all departmental users. Departmental personnel seeking authorization to access this database will be required to contact their respective Division CHEATERS coordinator.

(3) Reports. The NOCR database has the capability of analyzing data statewide and producing detailed reports. All reports generated from the NOCR database shall be requested through the designated Division or Area CHEATERS coordinator.

(a) Commercial Vehicle Section will submit quarterly reports detailing fees collected, the number of open cases, and the number of closed cases to each Division.

(4) Policy.

(a) User access: Division CHEATERS coordinators requesting access to the NOCR database shall send an e-mail request to the CVS statewide CHEATERS coordinator at [cheaters@chp.ca.gov](mailto:cheaters@chp.ca.gov). Area CHEATERS coordinators requesting access to the NOCR database shall send an e-mail request to their respective Division coordinator.

(b) Removal of user: Division CHEATERS coordinators who no longer need access to the NOCR database shall send an e-mail notification to the CVS statewide CHEATERS coordinator at [cheaters@chp.ca.gov](mailto:cheaters@chp.ca.gov). Area CHEATERS coordinators who no longer need access to the NOCR database shall send an e-mail request to their respective Division coordinator.

(c) New records: Since CVS receives a large number of cases from the CHEATERS Web site, new records will continually be sent to all Area CHEATERS coordinators through the NOCR database. Area coordinators shall log onto the NOCR database on a weekly basis to check for new records. When new records are received, the following information shall immediately be entered into the case to allow for proper tracking within the database:

1 Registered owner's name and address.

2 Vehicle Identification Number (VIN).

(d) Area CHEATERS coordinators shall investigate all new files received from CVS through the NOCR database. Investigation of a new file may include any of the following:

1 Sending an Area-specific compliance letter.

2 Issuance of a CHP 215, Notice to Appear, using the complaint to be filed or owner's responsibility procedure. Initial information received from CVS through the NOCR database may be sufficient evidence to issue a CHP 215. Examples are:

a No response has been received from a compliance letter that was sent from CVS. The R/O of a foreign registered vehicle

possesses a valid California DL and the vehicle has been reported on more than one occasion.

b The notes included in the file sent from CVS state the driver has no intention of registering the vehicle in California, yet meets the definition of a resident per Section 516 CVC.

(e) Nothing in this policy shall preclude Division and Area CHEATERS coordinators from sending an initial local compliance letter regardless of evidence included in the file sent from CVS.

(f) Using NOCR: Refer to the help menu tab within the NOCR program.

(g) The initial date a case was sent to the Area will show in the Status box within an open case. Cases should not remain open exceeding one year from the initial date the case was sent to the Area from CVS through the NOCR database. If extenuating circumstances arise in which a case needs to remain open for longer than a one-year period, the Area coordinator will accurately document reasons for the continued investigation in the Status box of the open case. The Area CHEATERS coordinator will also make every effort to conclude and close the case in a timely manner.

c. Documenting Suspected Violations. Whenever any member of this Department suspects a vehicle to be illegally registered in a foreign jurisdiction, they shall submit a CHP 367, CHEATERS Registration Follow-Up, card to their Area CHEATERS coordinator. The CHP 367 cards may be requisitioned from Business Services Section, Supply Services Unit.

(1) The CHEATERS coordinators shall complete all investigations utilizing the NOCR database.

(2) In uncommon situations, where special considerations must be taken, Division and Area CHEATERS coordinators may forward REG. 69, Resident Registration Violation Follow-Up, forms to CVS after completing the investigation (refer to Annex A for an example of a REG. 69 form). Commercial Vehicle Section will then forward the REG. 69 forms to the DMV. The following are examples of uncommon situations:

- 1 Refusal to comply with current registration laws.
- 2 Case is opened for an extensive period of time.
- 3 Reported multiple times and/or repeat offender.

d. Information Required on REG. 69 Forms Forwarded to Commercial Vehicle Section. Due to the high volume of forms processed, it is particularly important that the following guidelines be adhered to:

- (1) A REG. 69 form shall not be forwarded to CVS when an investigation is completed and appropriate registration fees have been paid.
- (2) Every REG. 69 submitted shall be accompanied by a printout of the record of registration from the foreign jurisdiction in which the vehicle is registered.
- (3) When there is no record or no match for the license plate number in the base jurisdiction, the form shall not be submitted until the information can be included.
- (4) When there is no California DL match for the R/O of the vehicle, the form should not be submitted unless there is some additional information noted on the form, even if hearsay, that the owner is a possible resident of California.
- (5) When the vehicle is registered to more than one person, a printout of the California DL in the name of each R/O shall be attached.
- (6) When there is no DL match for the R/O(s) in the jurisdiction in which the vehicle is registered, the printout(s) should be attached.
- (7) Information requested on the face of the REG. 69 regarding the vehicle registration and DL records shall be transcribed to the face of the form prior to submission.
- (8) If hand written, forms must be printed legibly, especially vehicle license numbers, and names of parties involved.
- (9) Nothing is to be attached to the face of the form other than a route slip or request for special handling. Attachments should be stapled behind the form.
- (10) Each REG. 69 submitted shall have the return address of the originator stamped or entered in the box on the form provided for that purpose.
- (11) For any form submitted, care shall be taken to check that the license number and vehicle description on the printout matches the vehicle described on the form.
- (12) Location Observed must be described in sufficient detail to allow accurate follow-up. Avoid the use of references known only to local residents.

(13) Whenever possible, include permit numbers on vehicles parked in locations where special permits are required.

(14) Indicate any supplemental indication of residency, even if not legally binding in itself. For example, a local boating club decal could lead investigators to an illegally registered yacht.

(15) Check the box adjacent to any known evidence of residency contained in the Evidence of California Residency portion of the form, such as resident fishing license (e.g., check box "G") or licensed contractor's number (refer to instructions on form). All CHP personnel will complete the REG. 69 form as completely as possible.

(a) The REG. 69 form is available in Portable Document Format.

(b) If hand written, use black ink or a lead pencil that will allow reproduction of a legible copy. The form may later be copied by other state agencies and agencies from other states for use in associated tax violation investigations.

(c) If additional information is available, it should be entered on the form in the appropriate spaces or the comments section located at the bottom of the form.

(d) Additional items that should be included in the comments section are:

1 A college parking decal on the vehicle.

2 Employee's vehicle parking sticker.

3 License plate frame indicating the vehicle is from California.

4 Details of conversation with the driver or R/O.

(16) The following must be stapled to the rear of the form:

(a) The out-of-state vehicle's R/O and legal owner information.

(b) When available, the out-of-state DL information of the R/O(s).

(c) When available, the out-of-state and California printouts of other vehicles registered to the individual.

(17) Resident Registration Violation Follow-Up forms and all supporting documents shall be forwarded directly to CVS when there is sufficient evidence to indicate that California fees are due. Departmental personnel are reminded

to adhere to HPM 11.1, Administrative Procedures Manual, Chapter 26, Classified Materials, when forwarding the REG. 69 forms to CVS.

(18) Once the forms have been reviewed by CVS, they are forwarded to the DMV Registration Compliance Unit.

(19) The DMV will process CHP originated REG. 69 forms as follows: All forms will be acted upon within 15 days of their receipt at the DMV headquarters. The forms will be reviewed for completeness and analyzed to determine if registration fees are due.

(a) All forms that are either incomplete or do not have sufficient evidence to cause a Letter of Demand to be issued will be returned to the originating Area. Additionally, the Franchise Tax Board (FTB) and the Board of Equalization (BOE), through the DMV, will return forms that were submitted by civilian personnel or citizens for verification by uniformed personnel.

(b) A Letter of Demand will be mailed to the R/O (and driver when appropriate) when the information on the REG. 69 form indicates that the person or firm operating the vehicle(s) falls into one or more of the following categories:

- 1 Possession of a California DL.
- 2 Evidence of employment in California.
- 3 Established place of business in California.
- 4 Information that the vehicle is operated or located in California more than any other state.
- 5 Any other information which gives rise to a presumption of residency.

(c) When a REG. 69 form results in a Letter of Demand, a Vehicle License and Transfer (VLT) Stop will be placed in the DMV computer file against the VIN. After the Letter of Demand is sent, the DMV will place the file in suspense for 45 days. This 45-day period is to allow individuals to comply with California's registration laws or request a DMV hearing to protest the demand for payment of California registration fees.

(d) If a Letter of Demand does not generate a response to the DMV, the following administrative actions will be taken:

1 The VLT Stop will be maintained in the DMV registration computer file on all other vehicles for three years. If an individual applies for California registration for one of these vehicles, the DMV will assess fees and penalties from the original observation date.

2 The DMV will often forward completed REG. 69 forms and demand letters to the FTB and the BOE for collection of registration fees and taxes.

(e) Evidence Required. In order to substantiate a violation, it is necessary to prove:

1 The owner was a resident of California at the time the foreign registration was obtained or renewed.

2 The vehicle was operated or parked on a highway or off-street public parking facility in this state during the time residency can be proven.

3 The owner is a member of the armed forces and they were not assigned in the state where the vehicle was registered when the foreign registration was purchased. This provision does not apply to a service member whose vehicle is registered in their state of residence.

(f) Rules of Evidence. Enforcement personnel are reminded that all rules of evidence, search, and seizure apply to violations of this type. The mere observation of a vehicle displaying valid foreign registration is not sufficient to justify stopping the vehicle for the purpose of checking the legality of the registration (refer to General Order [GO] 100.91, Search and Seizure Policy). Except as allowed in Section 2805(a) CVC for the purpose of locating stolen vehicles, the officer must have reasonable suspicion to believe the vehicle is being operated illegally before they may stop the vehicle (Section 2804 CVC). This restriction does not apply to a vehicle observed in this state and upon which a follow-up investigation is conducted without having stopped the vehicle operator.

### 3. ENFORCEMENT ACTION.

a. Enforcement of Registration Requirements. Appropriate enforcement shall be taken when any vehicle is observed parked or operated upon any highway, or in an off-street public parking facility, in violation of the registration provisions of the CVC; or in a manner contrary to any reciprocal agreement, arrangement, or declaration between California and a foreign jurisdiction.

b. Issuance of a CHP 215, Notice to Appear. When evidence is developed to substantiate a violation of California's registration laws, the originating officer should issue a CHP 215 to the R/O of the vehicle for either Section 4000(a)(1) or 4000.4(a) CVC.

(1) Area CHEATERS coordinators should issue a CHP 215 using the complaint to be filed or the owner's responsibility procedure when any of the following conditions are met:

(a) A compliance letter was sent and no response has been received after 30 calendar days.

(b) The driver or the R/O of the vehicle in question meets the definition of a resident per Section 516 CVC.

NOTE: A CHP 239, Notice to Defendant/Proof of Service, shall be used in conjunction with the CHP 215 when a citation is issued using the owner's responsibility procedure.

c. Follow-Up. Area CHEATERS coordinators shall conduct necessary follow-up on all cases where a foreign registration compliance letter was sent to the R/O and no response has been received after 30 calendar days. If it is not feasible for the Area CHEATERS coordinator to conduct follow-up on the case, the coordinator shall assign it to the respective beat unit for follow-up.

(1) Appropriate follow-up may consist of contacting the R/O at their place of business or residence where the foreign registered vehicle is located. Departmental personnel are reminded to adhere to GO 100.91 while conducting necessary follow-up.

d. Extended Investigations. Nothing in this policy shall preclude Area and Division CHEATERS coordinators from extending an investigation when an R/O is diligently working towards properly registering their vehicle in California.

(1) Extended investigations shall not exceed six months and one day from the day the registration compliance letter was sent.

e. Misdemeanor Violations. Section 8804 CVC (Misdemeanor to Register in a Foreign Jurisdiction) shall also apply to every person who, while a resident as defined in Section 516 CVC, registers or renews the registration for the vehicle in a foreign jurisdiction without the payment of appropriate fees and taxes to this state.

(1) Area CHEATERS coordinators shall consult with their court officer and local district attorney(s) to determine proper procedures and guidelines for processing misdemeanor foreign registration violations.

f. Statistical Citation. When insufficient evidence exists for prosecution and the owner of the vehicle voluntarily complies with California's registration laws, officers shall issue a CHP 215 indicating "statistical purposes only."

4. FINAL DISPOSITION.

a. Open and Closed Cases. The overall effectiveness of any CHEATERS program rests upon the constant monitoring of all cases. When a CHEATERS case has been worked to its conclusion, there shall only be one of two final dispositions assigned to it:

(1) Closed: The CHEATERS investigation may be closed when any of the following conditions are met:

- (a) The appropriate registration fees have been paid to the DMV.
- (b) The driver or R/O is not considered a resident per Section 516 CVC.
- (c) The driver or R/O meets an exemption. The following are examples of possible exemptions:
  - 1 Active-duty military or military spouse per Section 6701 CVC.
  - 2 Vacation (e.g., Disneyland, Golden Gate Bridge).
  - 3 Nonresident commuter indicia per Section 6700.25 CVC.
- (d) No further follow-up can be conducted. The following are possible examples when no further follow-up can be conducted:
  - 1 Incorrect license plate information or vehicle descriptors.
  - 2 Registered owner has moved with no forwarding address.
  - 3 Vehicle was sold with no buyer information available.
- (e) Any form of apportioned registration (International Registration Plan) per Section 8052 CVC.
- (f) A CHP 215 has been issued and the case has been adjudicated (dismissed or convicted).
- (g) The conditions of Section 6700, 6702, or 4000.4 CVC are not met.

(2) Open: The CHEATERS investigation may remain open when any of the following conditions are met:

- (a) When a compliance letter has been sent to the R/O or driver and no response has been received.
- (b) The appropriate registration fees have not been posted with the DMV.
- (c) Further follow-up is being conducted.
- (d) Awaiting final disposition with the court.

# ANNEX A

## REG. 69, RESIDENT REGISTRATION VIOLATION FOLLOW-UP



NAME, ADDRESS STAMP OF SUBMITTING AGENCY/OFFICE  
 California Highway Patrol  
 Your Area  
 1234 Any St.  
 Your Town, CA 12345  
 (123) 456-7890

### RESIDENT REGISTRATION VIOLATION FOLLOW-UP

**ORIGINATING AGENCY:** Complete top section and any known evidence of residency. Attach registration and DL Teletypes on back.

CITATION ISSUED <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		CITATION NUMBER # 12345 AB	REPORT NUMBER 14-11-00001			
OBSERVER'S NAME Officer John Doe		I.D. NUMBER 28001	AREA/LOC 062/CVS	DATE 11/07/2014	TIME 17:00	
LOCATION OBSERVED I-5 SB at Richards Ave.			VEHICLE LICENSE NUMBER 1ABC234		STATE AZ	
VIN 1A2BC34567D890123		MAKE Ford	VEHICLE YEAR 2010	MODEL Crown Victoria	COLOR Blue	
<b>REGISTERED OWNER INFORMATION</b>						
REGISTERED OWNER NO. 1 (LAST, FIRST, M.I.) John Q. Citizen		DL NUMBER A1234657	STATE CA	EXPIRES 01/31/2085	DATE OF BIRTH 01/01/1990	
ADDRESS 1345 Your Rd., Any Town, CA 98765		TELEPHONE NUMBER (987) 654-3210		SOCIAL SECURITY NUMBER		
REGISTERED OWNER NO. 2 (LAST, FIRST, M.I.)		DL NUMBER	STATE	EXPIRES	DATE OF BIRTH	
ADDRESS <input type="checkbox"/> SAME AS R/O NO. 1		TELEPHONE NUMBER		SOCIAL SECURITY NUMBER		
REGISTERED OWNER NO. 3 (LAST, FIRST, M.I.)		DL NUMBER	STATE	EXPIRES	DATE OF BIRTH	
ADDRESS <input type="checkbox"/> SAME AS R/O NO. 1		TELEPHONE NUMBER		SOCIAL SECURITY NUMBER		

### EVIDENCE OF CALIFORNIA RESIDENCY

PLEASE SPECIFY IN THE COMMENT SECTION BELOW THE EXPLANATION FOR ANY BOXES THAT ARE MARKED:

- A Address where registered to vote (if different from above).
- B Location of employment or place of business.
- C Payment of resident tuition at a public institution of higher learning (e.g., College).
- D Attendance of dependents at a primary of secondary school.
- E Filing a homeowner's property tax exemption. Date filed: \_\_\_\_\_
- F Renting or leasing a home for use as a residence. How long: \_\_\_\_\_ Date: \_\_\_\_\_
- G Declaration of residency to obtain (or gain) a license or any other privilege or benefit not ordinarily extended to a nonresident.
- H Having possession of a California Driver License.
- I Other acts, occurrences, or events that indicate presence in the state is more than temporary or transient.
- J Presence in California 6 months or more.

COMMENTS OR OTHER INDICATION OF CALIFORNIA RESIDENCY (LEGAL, INSURANCE, BUMPER STICKER, PARK PERMIT, SCHOOL LOGO, LICENSE PLATE FRAME, FISHING/HUNTING LIC., ETC.)

See Attached

**PREVIOUS VERSIONS OF THIS FORM SHOULD NOT BE USED AND SHOULD BE DESTROYED**

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